



Department of Public Safety and Correctional Services

Division of Correction

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STATE OF MARYLAND

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DEPUTY SECRETARY

DIVISION OF CORRECTION

J. MICHAEL STOUFFER
COMMISSIONER

EASTERN
CORRECTIONAL
INSTITUTION

MARYLAND CORRECTIONAL
ADJUSTMENT CENTER

MARYLAND CORRECTIONAL
INSTITUTION-HAGERSTOWN

MARYLAND CORRECTIONAL
INSTITUTION-JESSUP

MARYLAND CORRECTIONAL
INSTITUTION FOR WOMEN

MARYLAND
CORRECTIONAL
PRE-RELEASE SYSTEM

MARYLAND
CORRECTIONAL
TRAINING CENTER

JESSUP CORRECTIONAL
INSTITUTION

MARYLAND RECEPTION,
DIAGNOSTIC AND
CLASSIFICATION CENTER

METROPOLITAN
TRANSITION CENTER

NORTH BRANCH
CORRECTIONAL
INSTITUTION

ROXBURY
CORRECTIONAL
INSTITUTION

MARYLAND CORRECTIONAL
ENTERPRISES

WESTERN
CORRECTIONAL
INSTITUTION

Recruitment Bulletin

Recruitment for: Assistant Commissioner
Programs
Class Code: 5690
Full-time, Management Service Position

Salary: Grade 25, \$71,508 - \$114,808

Closing Date: June 30, 2010

Position Duties: The Assistant Commissioner of Programs position is responsible for providing oversight and management of programs within the Maryland Division of Correction to include transition and re-entry services, case management, inmate education, religion and volunteers, data management, victim services, inmate health and inmate hearing unit. Plans, organizes, and implements long range plans, goals and objectives with Wardens and Program Managers. Recommends and implements policies and procedures, provides oversight and direction for management of resources for programs to meet the mission and vision of the Division of Correction. The position acts as liaison to other state agencies and local agencies. As member of Commissioner of Correction's executive staff, has advisory role to the Commissioner.

Minimum Qualifications:

Education: Possession of a bachelor's degree from an accredited four (4) year college or university, including 15 credit hours in criminal justice or a related field.

Applicants may substitute additional experience in a position of major responsibility for the required education at a rate of one (1) year of experience to one (1) year of education for up to four (4) years of the required education.

Experience: Ten (10) years of experience in the criminal justice system or other related field; five (5) years of which must have been in a position of a major responsibility, (i.e., Warden Assistant Warden, Security Chief, Program Director or similar position).

Applicants may substitute additional college credits at the rate of 30 credits for up to one (1) year of the required general experience.

Mail State Application (MS 100 Form) and résumé to:

Ms. Dionne M Dale, Human Resources Director
Division of Correction Headquarters
6776 Reisterstown Road, Suite 310
Baltimore, Maryland 21215

Applications can be obtained from the Department of Budget and Management website at: www.dbm.state.md.us

All résumés will be reviewed for minimum qualifications. Please ensure that the résumé clearly identifies education and experience requirements.

To be posted on all Employee Bulletin Boards